



❖ *CAREER EXECUTIVE ASSIGNMENT* ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Policy Advisor (Level 1)
Salary Range: \$6173 - \$7838
(Maximum rate for engineers is \$13,381 and for non-engineers is \$10,520 with DPA approval.)
Final Filing Date: January 9, 2012

DUTIES/RESPONSIBILITIES:

Under the direction of the Director of the Department of Water Resources (DWR), this position provides policy support for the Chief Deputy Director and Director and is responsible for various aspects of policy development and implementation. Provides recommendations to Executive when Government-to-Government consultation is requested by tribal representatives. Researches and drafts Department policy, memoranda and other documents for special projects related to environmental justice (EJ), tribal, water, flood, climate change, and energy issues. Drafts talking points and speeches for the Director, Chief Deputy Director, Secretary for Resources and Governor on key policy issues. Provides support and consultative services to the Chief Deputy Director and Director on priority policy matters, including developing policies and priorities for EJ, tribal government-to-government relationship issues, flood management, energy contracts, regional water planning, ecosystem restoration responsibilities and developing strategies for incorporating climate change mitigation and adaptation into Department planning and programs and water management in general.

EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. **The results of this examination will be used to fill the Policy Advisor position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.**

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. The **"Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Policy Advisor position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Evidence of the ability to successfully plan, organize, research, develop and implement policy on sensitive and complex programs.
- Knowledge of federal and State laws, regulations and directives related to water resources planning, development, and management in California.
- Knowledge of environmental justice (EJ), tribal government, water, flood, climate change, and energy issues.
- Experience in negotiating and resolving complex, politically sensitive and controversial issues with tribal governments, local water agencies, State, federal, and non-governmental agencies.

HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **January 9, 2012** to the attention of Elaine Hall, Department of Water Resources, P. O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.** The application and "Statement" must be received by 4:00 pm on the final filing date.

Questions concerning this examination process should be directed to Elaine Hall, Manager, Selection Services at (916) 653-7807.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD Telephones 1-800-735-2929 From Voice Telephones: 1-800-735-2922